

CONFIDENTIAL

(CLASSIFICATION)

61-3781

OFFICE OF THE DIRECTOR

Action Memorandum No. _____

A-389Date 28 May 1964

TO :

**Director of Security
Assistant to the Director for Public Affairs**

SUBJECT :

Request to Attend International Conference

REFERENCE:

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This is with reference to a recent request for permission of an Agency employee to attend an international conference. Inasmuch as there seems to be some confusion as to the procedures to be followed in granting such permission, the following is in effect. The application will be submitted on Form 879, "Outside Activities Approval Request," and will be processed through the Employee Activity Branch of the Office of Security to the Assistant to the Director for Public Affairs, with final approval to be granted by the Office of the Director of Central Intelligence.

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(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick
Executive Director**

LBK:drm

O&3 - Addressees

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SUSPENSE DATE:

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MORI/CDR